

Technical Branch
Library, Museum and Zoo Group
Zoo Series

ZOO COMMISSARY SUPERVISOR

06/02 (AM)

General Purpose

Under general supervision, coordinate Zoo commissary operations.

Typical Duties

Plan, organize, direct, review and personally engage in preparation and dispensing of diets for the animal collection. Involves: Order food, nutritional supplements and supplies to insure adequate inventory levels and stock rotation. Order and maintain equipment. Maintain current information regarding availability, quality and costs of items and procurement sources. Maintain computerized records regarding species requirements, diets, and nutritional components. Consult with zoo veterinarian on feeding program strategies. Collect and submit samples for nutritional analysis and record results. Implement and oversee sanitation and maintenance protocols for commissary facilities and equipment. Inspect food shipments to ensure quality and quantity; prepare budget data and reports.

Supervise assigned personnel. Involves: Schedule, assign, instruct in, guide, check and evaluate work. Arrange for or engage in employee training and development. Enforce personnel rules and regulations, standard of conduct, work attendance, and safe work practices. Counsel, motivate and maintain harmonious working relationships among subordinates. Recommend staffing and employee status changes. Interview applicants.

Perform related duties as required. Involves: Substituting for coworkers or supervisor, if assigned, to maintain continuity of operations during temporary absences.

Knowledge, Skills and Abilities

- Considerable knowledge of proper handling and storage of fresh produce, meat, fish, grains and other nutritional components.
- Considerable knowledge of food item and dietary component selection and inspection.
- Good knowledge of impact of nutrition on health.
- Good knowledge of available food sources and approximate cost.
- Good knowledge of food preparation, refrigeration and freezing equipment operation.
- Good knowledge of type and application of sanitation and pesticide methods around foodstuffs.
- Some knowledge of supervisory techniques, administrative practices and procedures, budget management and the use of computers.
- Ability to maintain records and prepare reports.

Other Job Conditions

- Regular lifting and carrying of materials weighing up to 50 pounds.
- Occasional exposure to inclement weather conditions.
- Occasional work in chilled or humid surroundings.
- Occasional driving through city traffic.
- Subject to call back, flexible hours, weekends, holidays, and extended hours.

Minimum Qualifications

Education and Experience: Equivalent to an accredited Associate degree in animal husbandry, food handling and preparation, or related field, and two (2) years experience in preparation and assembly of human or animal diets that include inspecting, ordering, storing and maintaining food items or components.

Licenses and Certificates: Texas "Class C" driver's license or equivalent license issued by another state.

Human Resources Director

Department Head

OFFICIAL